DOCUMENT RESUME

ED 303 217 JC 890 074

TITLE	Long Range Plan, 1988-1991. Williamsport Area Community College.
INSTITUTION	Williamsport Area Community Coll., Pa.
PUB DATE	Jul 88
NOTE	26p.
PUB TYPE	Viewpoints (120)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	Academic Standards; College Instruction; *College Planning; Community Colleges; Educational Finance; Institutional Mission; *Long Range Planning; *Organizational Objectives; Student Personnel Services; Two Year Colleges

ABSTRACT

During the 1987-88 academic year, Williamsport Area Community College's Long Range Planning Committee acted as the steering committee for the development of a three-year long-range plan. The committee's first steps were to review the "Long Range Plan Update 1987," identify the strengths and weaknessess of the previous planning process, develop a revised process, and establish a timetable. One of the initial stages in the revised planning process was the review and reaffirmation of the statements of college philosophy and mission that were developed in 1984, and the adoption of a new "Focus Statement" to highlight the college's commitment to 100% student success. The committee then reviewed the 14 goals incorporated into the 1984 long-range plan and consolidated them into four goal areas: instruction, student support, academic support, and institutional support. Public service was added as a new goal area. Statements were prepared to explain the nature and scope of the goal areas and to specify narrower goals within the areas and related tasks. The planning process provides for continuous updating, and the long-range plan describes only those tasks that are beyond the scope of routine activities performed at the college. In addition to describing the planning process, the long-range plan presents the philosophy, mission, focus, goal, and task statements. (AJL)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED303217

1988–1991
Long Range Plan

Educational Research, Planning, and Evaluation;
Long Range Planning Committee, Internal Governance System

July 1988

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

J. L. Fraser

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

X This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

The Williamsport Area Community College
1005 West Third Street
Williamsport, PA 17701

Phone 717–326–3761

BEST COPY AVAILABLE

IC 890074

TABLE OF CONTENTS

	PAGE
INTRODUCTION	1
Definition of Long Range Planning	1
Development of the Long Range Plan	1
Use of the Long Range Plan	2
PHILOSOPHY, MISSION, AND FOCUS STATEMENTS	4
College Philosophy Statement	4
College Mission Statement	4
College Focus Statement	5
GOAL AREA, GOAL, AND TASK STATEMENTS	6
INSTRUCTION	6
Standards for Credentials	6
Curriculum Portfolio	7
Student Objectives	7
Outcomes Assessment	8
Foundation Skills	8
Lifelong Learning	9
Instructional Delivery and Management	9
Noncredit Programming	10
Business and Industry Training	10
STUDENT SUPPORT	11
Student Recruitment	11
Student Retention	12
Part-time Nontraditional Students	12
Matriculation	13
Student Life	13
Services for Students	13
ACADEMIC SUPPORT	14
Program Development Process	14
Program Evaluation	14
Staff Development	15
Media and Computer Use in Instruction	15
General Academic Support Services	16
INSTITUTIONAL SUPPORT	17
Executive Management	17
Budget and Finance	18
Human Resources	18
Physical Plant	19
General Administration and Logistical Services	20
PUBLIC SERVICE	21
Technical Consultation	21
Enrichment Programming	22

INTRODUCTION

Definition of Long Range Planning

Planning is the development of College goals and tasks which involve the systematic interaction of people and ideas. Such interaction describes a process designed to interrelate expected circumstances and desired outcomes. Thus, planning is a process which informs judgment prior to decision making and to taking action.

Development of the 1988-91 Long Range Plan

In developing the approach for the three-year Long Range Plan, The Williamsport Area Community College called upon the resources of the Internal Governance System. College Council, with concurrence of the President, recommended that the Long Range Planning Committee, one of five standing committees of the Governance System, serve as the steering committee in developing the 1988-91 Long Range Plan.

Beginning in August of the 1987-88 academic year, the Long Range Planning Committee spent time reviewing the Long Range Plan Update 1987, identifying strengths and weaknesses of the previous planning process, developing a revised process for long range planning, and setting a timetable for the completion of the various parts of the 1988-1991 Plan. One of the first stages in this process was the Long Range Planning Committee review and reaffirmation of the College Philosophy and Mission Statements developed in 1984. The Long Range Planning Committee recommended and College Council approved keeping the 1984 Philosophy and Mission Statements.

The Long Range Planning Committee developed an innovative element in the 1988-1991 Plan called the "Focus Statement" that will serve as a highlight and as a reminder of the College's commitment to "100 percent student and client success in meeting their educational objectives."

Having reviewed the 14 goals developed in the 1984 Plan, the Long Range Planning Committee acted to consolidate them into four goal areas:

- Instruction (former goals 1, 2, 3, 4, 7, 9, and 12)
- Student Support (former goals 5, 7, 10, and 11)
- Academic Support (former goal 5 and 8)
- Institutional Support (former goals 6, 8, 11, 13, and 14)

A new goal area, Public Service, was approved by the Long Range Planning Committee. A statement was written for each of the goal areas to provide an encompassing statement for identification of the goals and tasks to be included in that area.

The Long Range Planning Committee established the following processes and involved the appropriate governance committees, subcommittees, ad hoc committees, and/or College administrators to help in completing the planning process. Outcomes for the Long Range Planning Committee follow:

- Reached consensus on goal area and goals developed by appropriate administrators
- Reviewed and adopted those issues and concerns developed by Governance committees, subcommittees, ad hoc committees, and administrators
- Reviewed and adopted task statements that describe institutional courses of action that lead toward the realization of a goal or goals within a particular goal area
- Submitted a draft of the 1988-1991 Plan to College Council and to President's Council for review and reaction
- Reviewed reactions and revised, where necessary, according to feedback from the two Councils
- Transmitted final draft through the President to Board of Trustees for approval.

Use of the Long Range Plan

With the Board of Trustees' approval of the 1988-1991 Plan, College administrators will use the task statements to set their agendas and priorities as part of their management by objective process. These objectives describe short-term annual courses of action associated with achieving goals and implementing tasks.

Governance committees will play an active role in evaluation and implementation of the Plan and in updating the Plan. The committees will participate in the following ways:

- Governance committees will focus attention on the issues and concerns that they had identified as priorities in the planning process
- Governance committees will review the efforts being made in the areas that they have identified as priorities
- Governance committees will evaluate actions and proposals affecting their areas on a continuing basis. These evaluations will serve as a method of developing new issues and concerns to be used in the following year's planning process.

This process of identification, development, implementation, and evaluation by all parts of the Governance System provides a collegial opportunity for students, faculty, staff, administrators, community leaders, and members of the Board of Trustees to participate in a structured manner in the planning process.

The design of the Plan provides for continuous updating. Each year, upon completion, tasks will be removed from the Plan and additional task statements will be developed based upon issues identified by diverse College constituencies. This constant rollover of task statements will insure that the Plan remains current.

The Plan describes only those tasks that are beyond the scope of routine activities performed at the College. Hence, tasks that are routinely performed, such as long range planning or maintenance of the relationship between the faculty bargaining unit and the College, are not delineated in task statements. If however, a new approach to planning or a major change in procedures for interaction with the bargaining unit were planned within the next three years, tasks describing these activities would have been developed.

The remainder of the document contains the substance of the College's long range plans. The College Philosophy, Mission, and Focus Statements are provided. Goals and tasks are organized within goal area. Five goal areas and alphabetic indicators are identified:

Instruction (I)
Student Support (SS)
Academic Support (AS)
Institutional Support (IS)
Public Service (PS)

The numbering system identifies the alphabetic identifier for Goal Area, a numeric indicator for goal, and an additional numeric indicator for task. For example, the number AS.2.3 indicates the third task of the second goal in the goal area of Academic Support. Goal areas, goals, and tasks are not listed in priority order.

PHILOSOPHY, MISSION, AND FOCUS STATEMENTS

College Philosophy Statement

We believe in the dignity and worth of all individuals. We believe learning is a lifelong process and that all individuals should have opportunities for lifelong education. We believe education should help individuals develop, to their maximum capacity, technical excellence, occupational proficiency, and academic ability. We believe education should also provide for personal enrichment. To prosper in a complex and changing society, we believe individuals must learn to think independently, value logical and tested conclusions, develop problem solving abilities, and function effectively with other people. We believe that competent performance contributes significantly to individual health and happiness and benefits the organizations and communities in which individuals work and live. We believe the College is an integral part of the community it serves and must respond to identified needs and interests. In delivering education services, we believe there is no substitute for the pursuit of excellence.

College Mission Statement

The Williamsport Area Community College is a public two-year comprehensive community college with strong heritage and continuing emphasis on vocational-technical skills and knowledge. The College serves primarily the state-designated, ten-county North Central Pennsylvania area. Because of the extensive commitment to hands-on occupational programming, the College also serves as a regional, national, and international resource.

The College seeks to implement its philosophy by providing:

- Quality postsecondary occupational and transfer programs and services for all those who can benefit, including those who have previously discontinued their formal education
- Quality vocational-technical programs and services for area secondary students
- Accessible full- and part-time educational opportunities and services which address a wide spectrum of individual needs and abilities through varied formats, schedules, geographic locations, and short-term courses
- Educational programming related to economic and employment realities
- Additional and enriched career options through cooperation with industry, business, professions, government, and other educational institutions
- Comprehensive programs which integrate communications, math, science, humanities, interpersonal skills, reasoning, and physical health and safety
- Opportunity to develop skills needed to enter and succeed in programs

- o Continuing opportunities to extend and upgrade skills, knowledge, and interests
- o Support for informed decisions using knowledge of abilities, interests, and values realized through testing, evaluation, and counseling, as well as instruction
- o Opportunities to develop personal, social, and cultural dimensions.

The College affirms that excellence in instruction at reasonable student cost is its highest priority. The College is accountable for its mission within the limitations of its physical and financial resources.

College Focus Statement

The Williamsport Area Community College is committed to 100 percent student and client success in meeting their educational objectives.

GOAL AREA: INSTRUCTION

To provide a program of general academic instruction and occupational instruction which sets and maintains high standards of performance, is accessible in terms of time, cost, and location, encourages students and staff to explore new ideas and ways of thinking, instills an appreciation for learning as a lifelong activity, and establishes immediate and long-term student success as the measurement of program validity; within this framework, to design and deliver instructional services which emphasize:

- o Assessing the academic, occupational, avocational, social, and cultural needs and interests of each student or client
- o Developing and applying the process of inquiry, research, problem definition, analysis, critical thinking, and problem solving
- o Exploring and using different approaches and innovation in instructional delivery
- o Respecting the ideas, interests and concerns, contributions of other individuals, and their rights and dignity
- o Providing all students with a sound working knowledge of communications, mathematics, social, and cultural skills sufficient to succeed in their studies and prepare them to live effectively in society.

Goal

I-1 Standards for Credentials

Establish and apply clear, consistent standards for each of the academic credentials offered by the institution. These standards should include:

- o Differentiation between degree, certificate, and competency credential (or other short-term credential)
- o Determination of the extent coursework taken in one credential (certificate for example) can be applied to another credential (degree)
- o Defined core requirements to be applied to all programs within a particular credential.

Tasks

I.1.1 The College will complete development of core competencies for College degrees and integrate these core competencies into a comprehensive definition of the degrees including guidelines for Curriculum Committee review and approval of degree proposals.

I.1.2 The College will develop appropriate placement procedures, competency assessment, and alternatives for developing outcomes which are needed to attain core competencies.

I.1.3 Based on degree definition, the College will develop definition of certificate, competency credential, or other appropriate credential for nontraditional students.

Goal

I-2 Curriculum Portfolio

Regularly evaluate and modify as needed the College's overall curriculum portfolio to insure that the number of instructional programs can be effectively managed, that the program offerings are responsive to identified community needs, and that the program offerings demonstrate overall fiscal soundness.

Tasks

I.2.1 The College will complement its instructional degree programs with strengthened credit and noncredit courses, seminars, workshops, and personal development initiatives.

I.2.2 The College will provide quality instructional occupational and technical courses and programs which provide students with employment opportunities, job upgrading, and enhanced personal opportunities.

I.2.3 The College will provide quality instructional courses and programs which provide students with content, skills, and learning strategies to succeed in continuing academic study and lifelong learning.

I.2.4 The College will design and implement clear linkage between instruction in one class and instruction in related classes so that core competency skills are maximized and that students maximize their competence in content or career areas.

I.2.5 The College will investigate strategies for expanding the international dimensions of the curriculum.

Goal

I-3 Student Objectives

Consistently identify the objectives of students and clients who come to the College for educational services and focus instruction on those objectives.

Task

I.3.1 The College will develop means for collecting, recording, and sharing with relevant College units the educational objectives of students and clients in order to assist in focusing instruction on these objectives.

Goal

I-4 Outcomes Assessment

Design and implement an outcomes-oriented measurement of student and client success in meeting their identified educational objectives as a means of assessing institutional success.

Task

I.4.1 The College will establish systems for evaluating students' and clients' attainment of instructional objectives.

Goal

I-5 Foundation Skills

Ensure that students have sufficient foundation skills in communication, computation, problem solving, and critical thinking to benefit from instructional experiences and to apply effectively their learning beyond the College.

Tasks

I.5.1 The College will assess students' entering academic skills and provide instructional and personal support services to enable students to attain their educational objectives.

I.5.2 The College will assess students' attainment of core competency skills which will enable them to implement systematic problem solving strategies and be prepared to maintain learning as a lifelong pursuit.

Goal

I-6 Lifelong Learning

Provide educational programming which supports learning as a lifelong activity and helps a broad range of citizens, agencies, and businesses respond to a changing world.

Tasks

I.6.1 The College will assess on a division-by-division basis the comprehensiveness of its instructional programming in terms of its support for lifelong education. This includes assessing the extent to which content instruction is integrated horizontally with other existing learning opportunities (professional organizations, libraries, on-the-job learning, etc.) and integrated vertically through articulation with prior related educational training and other advanced training which may follow sequentially after specific components offered by the College.

I.6.2 The College will modify programs and services for a wide variety of ages and needs to strengthen its role as a deliverer of and catalyst for lifelong learning.

Goal

I-7 Instructional Delivery and Management

Provide quality instruction for students through systematic instructional planning, effective instructional delivery, and responsible instructional management which maximizes students' attainment of their educational goals.

Tasks

I.7.1 The College will design and implement quality instructional strategies which develop students' mastery of core competency skills recommended by the Academic Standards and Issues Committee and endorsed through governance procedures.

I.7.2 The College will support development and implementation of instructional delivery innovations which:

- o Increase response to varied learning styles
- o Broaden time schedule and location access to instruction
- o Increase student mastery of targeted competencies.

I.7.3 The College will support student success through designing and implementing instructional management activities in the classroom such as attendance monitoring, regular evaluation and constructive feedback to students on their progress, and instructional modifications in response to students need.

Goal

I-8 Noncredit Programming
Offer noncredit avocational and special interest educational experiencies to residents of the service area.

Tasks

I.8.1 The College will expand programming for special interest groups including seminars, workshops, and short courses.

I.8.2 The College will assess community needs and interests for noncredit courses and respond in a timely manner.

I.8.3 The College will expand noncredit programming for the current student body.

Goal

I-9 Business and Industry Training
Provide for the training needs of businesses and industries on a customized basis.

Tasks

I.9.1 The College will establish criteria for evaluating customized training requests.

I.9.2 Prior to making the commitment, the College will identify human and financial resources necessary for providing customized training.

I.9.3 The College will facilitate technology transfer.

GOAL AREA: STUDENT SUPPORT

To develop an atmosphere in which all students are encouraged to identify personal goals and define a plan for achieving them through an active commitment to learning, a strong sense of self-direction, self-confidence, self-worth, and respect for others. To provide a program of student support to accomplish a smooth progression through the recruitment, admission, career definition, financial planning, social and cultural development, and job entry processes for each student.

Goal

SS-1 Student Recruitment
Implement recruitment strategies that effectively market the College to potential students and allow enrollment projections to be met each semester.

Tasks

SS.1.1 The College will refine the enrollment projection process to optimize accuracy and insure reliability of budget building.

SS.1.2 The College will develop an annual recruitment plan to optimize direct marketing of College programs to potential student groups.

SS.1.3 The College will develop strategies on a programmatic basis for attracting nontraditional students.

SS.1.4 The College will define and enhance the role of all staff in the recruitment and retention process.

SS.1.5 The College will employ all forms of market research to make recruitment decisions.

Goal

SS-2 Student Retention
Expand retention practices that enhance student opportunities for academic success.

Tasks

SS.2.1 The College will implement the graduation audit system to facilitate student record operations and expand available information.

SS.2.2 The College will expand the use of academic alerts and concomitant intervention strategies to enhance student opportunity for academic success.

SS.2.3 The College will expand the academic support programs for selected student groups.

SS.2.4 The College will provide support for special needs populations in the student body.

SS.2.5 The College will assess and revise as needed developmental coursework required of a student before attempting regular courses.

Goal

SS-3 Part-time Nontraditional Students
Expand educational opportunities and appropriate support services for part-time nontraditional students.

Tasks

SS.3.1 The College will seek to expand the special population outreach career service programs.

SS.3.2 The College will investigate the feasibility of dependent child care services for students as an accommodation for present and potential student populations.

SS.3.3 The College will evaluate nontraditional student service needs and develop matching strategies for offering these services.

Goal

SS-4 Matriculation
Expand intake services to insure that students matriculate in an expeditious fashion and are better prepared to undertake College studies.

Tasks

SS.4.1 The College will evaluate and revise as needed the test, advise, and schedule process.

SS.4.2 The College will expand housing services to students both before and during enrollment.

SS.4.3 The College will seek to expand the financial support mechanisms for students.

SS.4.4 The College will improve prematriculation assessment practices including articulation credit.

SS.4.5 The College will improve prematriculation opportunities for remediation of deficiencies.

Goal

SS-5 Student Life
Enhance the campus social life for students.

Tasks

SS.5.1 The College will improve mass communications between all campus segments.

SS.5.2 The College will expand student activities for traditional and nontraditional student population.

SS.5.3 The College will develop added student space on the campus.

Goal

SS-6 Services for Students
Ensure that services for students are delivered in an efficient and effective manner.

Tasks

SS.6.1 The College will implement personnel and physical changes which will enhance the user friendliness of the campus environment.

SS.6.2 The College will evaluate the possibility of obtaining local student addresses in an efficient and accessible manner to assist in individual student communication.

GOAL AREA: ACADEMIC SUPPORT

To maintain a system of academic support services of sufficient depth, breadth, and caliber to help achieve fully effective instructional services; within this support system, to include course and curriculum development and evaluation, academic personnel development (including faculty development), library services, academic computing, media services, academic administration, experiential learning, and other activities as appropriate.

Goal

AS-1 Program Development Process
Develop clear, consistent academic standards for development, revision, and deletion of curricula and courses.

Task

AS.1.1 The College will develop a revised program approval process and guidelines for the Curriculum Committee based on identification of core competencies and definitions of institutional credentials.

Goal

AS-2 Program Evaluation
Develop clear, consistent academic standards and procedures for regular planned evaluation of effectiveness, quality, and accessibility of instructional programs.

Task

AS.2.1 The College will develop and implement a system for regular, planned evaluation of all College credential programs.

Goal

AS-3 Staff Development

Develop a staff evaluation and staff development system which supports quality instructional delivery, maintains staff currency in their areas of responsibility, and strengthens the College's ability to meet student educational objectives.

Tasks

AS.3.1 The College will refine procedures for evaluating staff performance and for providing development support for enhancing staff effectiveness in meeting student objectives.

AS.3.2 The College will establish mechanism for faculty and staff to provide feedback to supervisors relative to faculty and staff perception of the supervisor's performance.

Goal

AS-4 Media and Computer Use in Instruction

Establish and implement a plan for media and computer applications in the full range of curricula and in the delivery of instruction.

Tasks

AS.4.1 The College will assess on a program-by-program basis the immediate and long-term needs for media and computer support for the program and the program faculty to deliver services to meet student and client objectives.

AS.4.2 The College will develop and implement a plan for meeting identified media and computer support needs.

AS.4.3 The College will develop and implement a plan for maximizing the return on investment in terms of College-wide computer hardware, software, and human resources involved in delivery of computer instruction and media and computer support services.

Goal

AS-5 General Academic Support Services

Provide appropriate support services through library and reference services, media, experiential learning opportunities, advising, and other activities which maximize student and client opportunity to meet their educational objectives.

Tasks

AS.5.1 The College will identify and implement procedures which systematically catalogue and address staffing, fiscal, facility, and equipment needs necessary to provide quality services addressing student and client objectives.

AS.5.2 The College will design and implement activities which insure consistent quality instruction from class to class, instructor to instructor, and program to program.

AS.5.3 The College will assess students' entering academic skills and provide instructional and personal support services to enable students to attain their educational objectives.

AS.5.4 The Williamsport Area Community College Foundation, Inc., will solicit and acquire appropriate instructional resources and equipment to enhance the quality of the College's educational programs.

GOAL AREA: INSTITUTIONAL SUPPORT

To provide an ongoing program of research, planning, and evaluation which serves as the foundation for formulating and assessing annual and long-term goals and objectives, which provides support for effective management decisions, and which results in the development of human, fiscal, and physical resources needed to deliver the institution's programs and services.

Goal

IS-1 Executive Management
Executive management utilizes strategic planning supported by valid and reliable research and evaluation data to formulate policy, make decisions, and implement actions through a well-designed organizational framework.

Tasks

IS.1.1 The College will address the conflict between responding to a wide range of needs and providing adequate focus and attention to high priority needs.

IS.1.2 The College will establish a process of review to determine that the annual plan of action for the institution does focus on student achievements and establish a process of assessment to determine that the College has followed the plan.

IS.1.3 The College will develop a structured, well-defined comprehensive system for data collection, analysis, distribution, and application.

IS.1.4 The College will establish support and reward structures which nurture nontraditional programming and entrepreneurial initiatives.

IS.1.5 The College will develop systems to improve the linkage between Governance, the Long Range Plan, budget development, and executive management.

Goal

IS-2 Budget and Finance

Fiscal resources required to deliver approved programs and services are provided within the framework of balanced budgets, adequate fiscal reserves, and sound financial planning.

Tasks

IS.2.1 The College Board of Trustees will work with the College Administration and the City of Williamsport to develop a broader sponsorship base.

IS.2.2 The College will expand its multiple year enrollment projection process and budgeting process to a regular three-year process, including institutional assumptions and budget criteria based on variable conditions.

IS.2.3 The Williamsport Area Community College Foundation, Inc., will coordinate special events such as the Endowment Fund Campaign, the Golf Classic Tournament, and the Sports and Recreation Festival to strengthen the monetary resources and to create goodwill within the community.

Goal

IS-3 Human Resources

Encourage and support (conceptually, financially) the contribution of each individual to their fullest potential by establishing clear and effective policies defining equitable hiring, promotion, benefits, professional development, and salary systems and promoting high standards of conduct and performance in an environment of genuine respect for each individual.

Tasks

IS.3.1 The College will employ a Director of Staff and Program Development responsible for developing opportunities and implementing activities to develop effective, individualized staff development activities.

IS.3.2 The College will conduct market surveys and evaluate results for Classified and Service positions.

IS.3.3 The College will complete the update of all Administrative, Professional, and Technical positions and assess them using revised Administrative, Professional, and Technical assessment criteria.

IS.3.4 The College will examine alternatives to the College's current benefits package as a strategy for recruiting and retaining competent staff.

Goal

IS-4 Physical Plant

Create an attractive, functionally efficient physical plant and campus setting which effectively supports the programs and services of the College by enhancing the learning environment.

Tasks

IS.4.1 The College will monitor physical plant operations to insure preservation of the present environment and will review renovations prior to implementation to insure changes consistent with programmatic needs.

IS.4.2 The College will monitor facilities' needs and advise the divisions of feasibility of renovations resulting from program changes. This will include, but not be limited to, costs and other facility requirements to determine a break-even analysis.

IS.4.3 The College will review on a regular basis facility deficiences to insure that needs are corrected and that facility deficiences will not affect program requirements.

IS.4.4 The College will, as additional expansion takes place, incorporate within the project review the changing needs for parking requirements.

IS.4.5 The College will develop an on-line data base to meet requirements for physical facility inventory and space utilization as the profile of programs change across the campus. Within the structure of the program, a periodic update will be included.

Goal

IS-5 General Administration and Logistical Services
Create an efficient network of purchasing, computing, campus mail, motor pool, shipping/receiving and supplies, and related administrative and logistical systems which facilitate and support basic institutional operations.

Tasks

IS.5.1 The College will expand as appropriate the current level and quality of administrative computer and telecommunication support services.

IS.5.2 The College will develop a structured, well-defined system of logistical support services.

IS.5.3 The College will deliver high quality auxiliary enterprise programs.

IS.5.4 The College will expand as opportunities allow the Information Center function to provide state-of-the-art technological support in the areas of local area networking, office automation, and access to the College data bases.

IS.5.5 The College will enhance the Computer Services training experiences for new personnel and update competencies of existing personnel on current or new applications.

IS.5.6 The College will develop and implement a comprehensive administrative computer disaster and recovery program.

IS.5.7 The College will review and revise, as appropriate, the automated budgeting, accounting, research, and reporting systems to support administrative decision making.

IS.5.8 The College will evaluate cost implications and tuition and fees associated with nontraditional educational experiences.

IS.5.9 The College will enhance the scheduling, billing, registration, and reporting support systems.

GOAL AREA: PUBLIC SERVICE

To serve as a catalyst for community economic, social, and cultural development through meetings, seminars, cultural events, technical consulting services, applied projects in the community, and other activities as appropriate.

Goal

PS-1 Technical Consultation
Provide technical consultation and undertake off-campus service projects of instructional value within the College's service area to the benefit of constituencies therein.

Tasks

PS.1.1 The College will evaluate requests for technical consultation and off-campus service projects on an annual basis.

PS.1.2 The College will perform projects as deemed instructionally valid.

PS.1.3 The College will participate in on-campus projects as deemed instructionally valid.

PS.1.4 The College will summarize activities on an annual basis to optimize public relations value.

PS.1.5 The College will develop a mechanism for evaluating public requests for College services.

PS.1.6 The College will identify the appropriate scope of service to business and industry in relation to the College mission statement.

PS.1.7 The College will write procedures and criteria for evaluating all requests for technical projects.

Goal

PS-2 Enrichment Programming
Provide cultural, educational, and entertainment programming that enriches the academic and personal development of the student body and residents of the service area.

Tasks

PS.2.1 The College will provide programming that enriches the academic and personal development of the student body and service area residents.

PS.2.2 The College will expand the entertainment opportunities for service area residents.

PS.2.3 The College will develop community patronage for the College Performing Artist Series.

PS.2.4 The College will continue to develop and promote the Women's Series and Children's Series as well as take advantage of other programming opportunities that arise.

The Williamsport Area Community College

Board of Trustees

George H. Groves, Chairperson, Williamsport
John M. Young, Vice Chairperson, Williamsport
Robert T. Manley, Secretary, Williamsport
Mario Caldera, South Williamsport
James H. Crossley, Williamsport
Harry B. Dietrick, Dushore
Wesley S. Dodge, Williamsport
Gregory D. Johnson, Williamsport
Paul F. Klens, Ph.D., Mill Hall
Kathryn W. Lumley, Jersey Shore
William J. McLean, Montoursville
Robert J. Meacham, Williamsport
Quentin S. Snook, Mifflinburg
Constance Snyder, Williamsport
Ethel S. Walker, Williamsport

Robert L. Breuder, Ph.D., President
The Williamsport Area Community College

The Williamsport Area Community College does not discriminate on the basis of age, sex, handicap, race, religion, creed, national origin, veteran status, or political affiliation. Student inquiries concerning Title VI, IX, and Section 504 compliance should be directed to the Title VI, IX, and Section 504 Coordinator, Lawrence W. Emery, Jr., Room 157-F, LRC, The Williamsport Area Community College, 1005 West Third Street, Williamsport, PA 17701-5799, (717) 327-4765, or to the Director of the Office of Civil Rights, Department of Education, Office of Civil Rights, Washington, DC 20201.

ERIC Clearinghouse for
Junior Colleges MAR 17 1989